

Industrial User Inspection Checklist

1. Industry Name: _____

2. Site Address(s): _____

3. Mailing Address: _____

4. Contact (1): _____

5. Title: _____

6. Telephone Number: _____

7. Contact (2): _____

8. Title: _____

9. Telephone Number: _____

Credentials presented to whom ? _____

Inspector(s)

Name

Agency

Telephone Number

Note: Complete sections A-E prior to onsite visit.

A. General Information

General Description of Processes and Products.

2a. Categorical Industry ? Yes ____ No ____

b. Category(s): _____

Subcategory(s) : _____

Regulatory New Source Date / /

c. New Source ? Yes _____ No _____

d. List of categorical processes

e. List other operations producing wastewater.

3. Are any alternates to effluent monitoring conducted ?
(e.g., TTO/TOMP requirements)?

Yes ____ No ____

Describe: _____

4. Provide production rates for all processes subject to
production based standards.

<u>Process</u>	<u>Production Rate Used for calculating Limits</u>	<u>Production Rate for Last 12 Months</u>
_____	_____	_____
_____	_____	_____

5. Any anticipated changes in processes or production rates ?

Yes ____ No ____ Describe _____

B. SHIFT INFORMATION

1.	<u>No. of Employees</u>	<u>Hours</u>	<u>Work Days</u>
Shift 1:	_____	_____	_____
Shift 2:	_____	_____	_____
Shift 3:	_____	_____	_____
Total:	_____	_____	_____

2. Is production seasonal ? Yes ____ No ____

Explain: _____

C. WASTEWATER DISCHARGES

1. Attach a block flow diagram of manufacturing process, chemical storage area, and wastewater generated. Identify all regulated, unregulated and dilution wastewater discharges. Include sampling location, discharge flowrates and method of disposal.* Note any changes and obtain a new diagram if necessary.

* Disposal Method

CD - Continuous discharge to sanitary
ND - Not discharged or disposed
BD - Batch discharge to sanitary sewer
HH - Hauled as hazardous waste
OD - Other disposal - not to sanitary sewer
HW - Hauled as nonhazardous waste

D. PRETREATMENT FACILITY

1. Pretreatment installed ? Yes ____ No ____
2. Attach a schematic of the pretreatment facility (include all units and sludge storage)
3. Briefly describe operation.

4. Describe sludge storage and disposal method.

5. Describe appearance of effluent at time of inspection.

E. CURRENT COMPLIANCE STATUS

1. Indicate compliance status with:

a. effluent limits _____

b. monitoring _____

c. reporting _____

2. Describe existing enforcement actions (attach schedule)

3. What is current status of compliance with schedule ?

4. OTHER COMMENTS

F. SELF MONITORING

1. Does facility have sampling plan or protocol including use of 40 C.F.R. Part 136 techniques (obtain copy)?

Yes ____ No ____

2. Is sampling location (C.1) same as in control mechanism?

Yes ____ No ____

If no, explain _____

3. Is sampling location appropriate ? Yes ____ No ____

If no, explain _____

4. Are any parameters monitored by approved methods more frequently than required ?

Yes ____ No ____

If yes, are all results submitted to the Control Authority ?

Yes ____ No ____

5. Does facility resample and report within 30 days of discovering a violation ?

Yes ____ No ____

6. Are sampling records maintained on site ? Yes ____ No ____

For how long ? _____

7. a. How is flow measured ? _____

- b. Is measurement location appropriate ? Yes ____ No ____

- c. Is flow measurement device calibrated ?

Yes ____ No ____ N/A ____ How often ? _____

8. Is monitoring equipment (e.g. pH meter) calibrated ?

Yes ____ No ____ How often ? _____

9. Is sampling and analysis done in-house or by contract ?

10. Is QA/QC program for sampling and analysis adequate ?
(obtain copy of plan if available)

Yes ____ No ____ If no, explain _____

11. Describe any perceived deficiencies in the self-monitoring program.

G. Hazardous Material Management

1. Is IU aware of RCRA regulations ? Yes ____ No ____

2. Does facility generate any hazardous waste ?

Yes ____ No ____

If yes, indicate type and method of management on site and means of disposal on a separate sheet. Describe any spillage problems or any other releases that are observed.

3. Has facility notified POTW and EPA of any hazardous waste discharges to the sewer ?

Yes ____ No ____ N/A ____

H. SPILL PREVENTION

1. Does the IU have a spill prevention (SP) plan to address spills to the POTW ?

Yes ____ No ____ Unknown ____ N/A ____

2. Does the facility have spill notification procedures posted ?

Yes ____ No ____ Unknown ____ N/A ____

3a.

Has the facility had any spills or been responsible for slug loads ?

Yes ____ No ____ Unknown ____ N/A ____

3b.

If yes, was POTW notified ?

Yes ____ No ____ Unknown ____ N/A ____

4. Did the IU follow procedures outlined in the spill plan at the time of spills ?

Yes ____ No ____ Unknown ____ N/A ____

5. Were procedures effective in containing spill ?

Yes ____ No ____ Unknown ____ N/A ____

6. Is the facility keeping records of spill events ?

Yes ____ No ____ Unknown ____ N/A ____

7. Have there been any changes in spill procedures recently ?

Yes ____ No ____ Unknown ____ N/A ____

Describe: _____

8. General Comments: _____

(i.e. perceive deficiencies/violations/discrepancies)

I. FILE REVIEW (indicate Y (in file) or N (not in file))

1. Current IU control mechanism ? _____

2. Notices and correspondence with control authority
including:

a. Self monitoring report transmittals ? _____

b. BMR if required ? _____

c. Other ? _____

3. Do sampling records include:

a. Date of sampling event ? _____

b. Time of sampling event ? _____

c. Name of sampling person and affiliation ? _____

- d. Sample collection method ? _____
- e. Method of sample preservation ? _____
- f. Description of sample location ? _____
- g. Name of person conducting analysis ? _____
- h. Date of analysis ? _____
- i. Time of analysis ? _____
- j. Sample analyses method ? _____
- 4. Is type of sample as specified in control mechanism ? _____
- 5. Are all parameters monitored at the required frequency ? Note any discrepancies in section K. _____
- 6. Analytical results ? _____
- 7a. Are all monitoring results sent to the Control Authority ? _____
- b. Copies to POTW ? _____
- 8. Appropriate production records for production based standards ? _____
- 9. Documentation of flow rates and volumes ? _____
- 10. Are records maintained at least 3 years ? _____

J. SAMPLING

1. Were samples taken ? Yes ____ No ____

If yes, attach sample results.

2. Describe sampling location, method & time.

K. OTHER COMMENTS

Note any entry or other problems.

